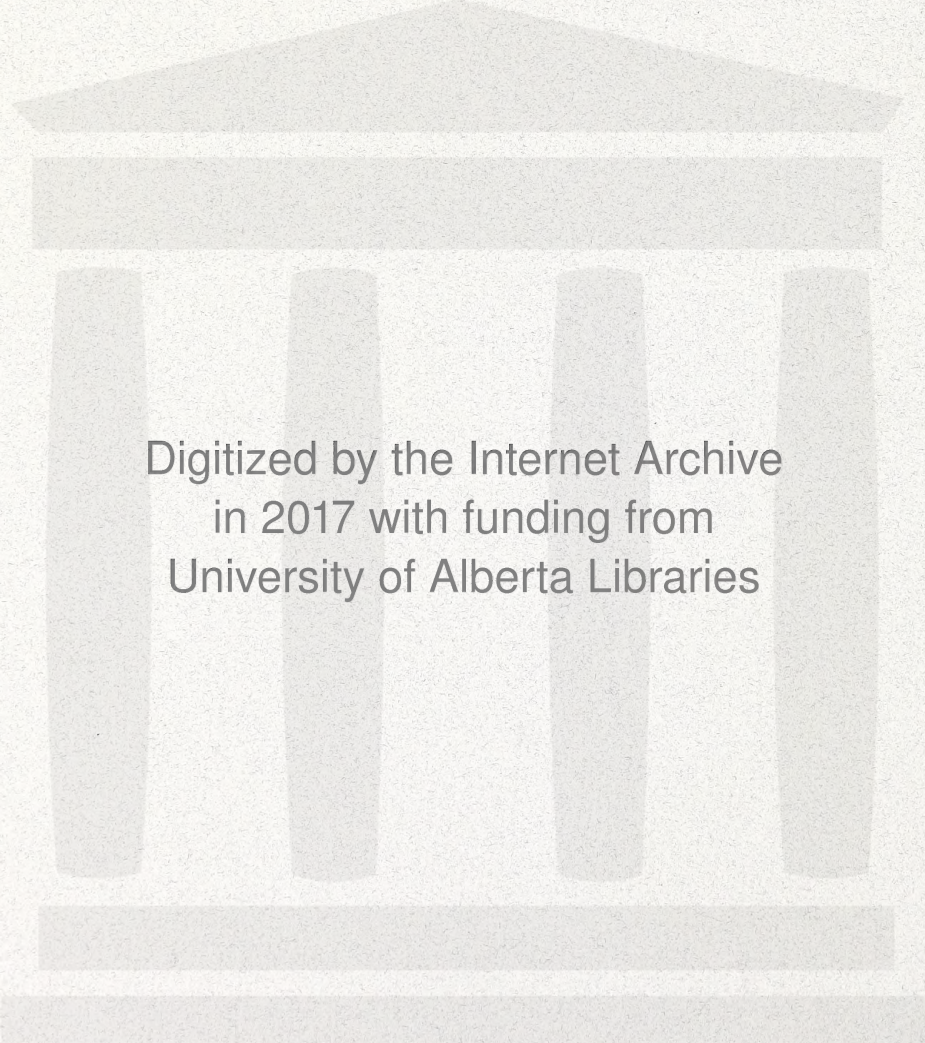


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MENTAL HEALTH RESEARCH FUND

Grants and Awards Guide
(Revised 1988)



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MENTAL HEALTH RESEARCH FUND

Grants and Awards Guide
(Revised 1988)

The Provincial Mental Health Research Fund was established in 1975 to promote and develop within the Province of Alberta, research and research training in the field of mental health. The Fund, coordinated by the Provincial Mental Health Advisory Council, is used for the support of a wide range of research and research-related activities contributing to new knowledge in the field of Mental Health.

This guide describes the awards programmes offered by Council, outlines the general terms and conditions of the awards, and provides information on how and when to apply. Individuals requiring more information are invited to contact:

The Executive Secretary
Research Committee
Provincial Mental Health Advisory Council
10030 - 107 Street
EDMONTON, Alberta
T5J 3E4
427-2813

Note: Whenever plural, masculine or neuter words are used in this guide the same shall be construed as meaning the singular or feminine or body politic or corporate and vice versa where the context so requires.

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1.0 Eligible Topics

The Council supports research which has as its principal focus issues relevant to mental health.

2.0 Research Priority Areas

See attached “Suggested Priorities for Mental Health Research in Alberta.” These may be revised from time to time by the Government.

3.0 Awards Programmes

Through the Mental Health Research Fund, the Council offers the following awards programmes:

3.1 Research Grants

- a conventional program of grants-in-aid of research. In special cases, requests for equipment may need to be built into the research proposal.

3.2 Research Scholarships

- awards for students at the Masters or Doctoral level who are engaged in mental health research and training. The awards are made to students registered in an Alberta University.

3.3 Travel Fellowships

- awards to provide Alberta researchers opportunities for national and international collaboration.

3.4 Visiting Scientists

- awards to enable universities and other institutions active in research to bring to Alberta for short periods researchers who can make a significant contribution to the province's research activities thus promoting information exchange.

4.0 Research Grants

4.1 Purpose

The principal purpose of the grants-in-aid is the support of research in the field of mental health. The term “research” is interpreted broadly but does exclude certain types of research-related and other activities noted below. Research grants are intended to support research, initiated by individual scholars or qualified professionals, or studies which will be undertaken by groups of such

individuals. Specific eligibility criteria are described in a later section.

Research grants are not intended as a means of funding demonstration projects nor as a general subsidy of an institute, organization, or education programme, nor as a means of delivering services in the mental health field. Survey work may be supported provided that the activity has clearly focused research objectives.

The Council encourages recipients of Council grants to involve research and professional trainees in their work but will not support through its research grant programme, professional training projects or programmes. Similarly, the Council expects that, as a by-product of its support, there may be an enhancement of professional competency in the fields related to mental health but projects designed **solely** for such purposes are not in themselves eligible for support.

Research grants are not given in support of work such as that commissioned by or contracted for another agency for study leaves, the preparation of text books or courses of instruction, and the compilation of statistical or other data for other than research purposes.

In its Research Grants Programme, the Council is prepared to consider joint funding of a project with another government or private agency, or to award funds in addition to those already given by some other group provided that Council support will add tangibly to the research effort and permit the study.

4.2 Preliminary Inquiries

Interested researchers who are uncertain about the eligibility of their project, or who may require other Council advice before submitting a formal application, are invited to direct preliminary inquiries to the Executive Secretary or members of the Research Committee.

4.3 Assessment Procedures

Research grant applications are assessed by independent, external referees selected by the Committee and also by the Council's Research Committee. The Committee may also seek the advice of qualified individuals within the government.

Applications will be considered in terms of the following broad criteria:

- the significance, feasibility and innovativeness of the project.

- the relevance of the research to the objectives of the Council and the mental health programmes and services of the Province.
- budget justification.
- the competence of the researcher(s) to undertake the research (as evidenced by the applicant's qualifications, research or professional experience, the applicant's previous record of research and the clarity and coherence of the proposed project).

The applications will be evaluated on a competitive basis, based on the Committee's assessment of external reviews, availability of funds and the Department's current priorities. The Committee will prepare a recommendation for approval by Council.

If, in the course of its review, the Committee requires additional information or documentation to formulate its recommendation or obtains suggestions from its assessors as to areas in which the proposal may be enhanced or improved, the Committee may invite the applicant to provide supplementary information. It is in the applicant's best interest to submit the proposal as completely as possible in the first instance, otherwise the review process may be protracted.

The Council believes that it is important that the basis of its decisions, whether positive or negative, be made known to applicants and will, wherever possible, indicate the reasons for its decisions or provide copies of referees' reports on which the Council's assessment was based.

4.4 Types of Research Grants

Annual Grants

Designed to support research of limited duration (twelve to eighteen months or less);

Continuing Grants

To provide for major or long-term studies requiring two years or more to complete. Subject to the availability of funds and yearly review, continuing grants will assure the applicant of an agreed level of support over two or three years.

To be awarded a continuing grant, an applicant must be able to describe his long term research plan in a clear and convincing manner and be able to predict with reasonable clarity the project costs involved. Specifically, the research plan together with the budget for each year of the grant must be provided.

5.0 Grant Conditions

Council awards are made on the general condition that the applicant and the applicant's employing institution agree to accept the conditions of award and procedures outlined herein and any specific conditions which may be attached by Council to an individual award. The Council reserves the right to terminate an award, after due notice, if in the opinion of the Research Committee, the conditions are not being observed or if the research is not progressing satisfactorily.

5.1 Special Conditions

In some instances, the Council may require, before making payment of an award, receipt of evidence that the applicant has obtained access to any special data or other research materials required; that authorities in any participating institution have approved the research and are prepared to cooperate; that specially qualified personnel required by the research are available and that the proposal is acceptable on ethical grounds to the appropriate authority in the applicant's institution appointed or delegated to deal with matters of research ethics. (In the absence of such an authority the Council may refer the application to a panel of reviewers of its own.)

5.2 Interpretation

The Council reserves the right to interpret any of the provisions contained in this guide and to impose any special conditions attached to an award.

5.3 Publication

The Council encourages the widest possible dissemination and publication of the results of Council supported research whether in scholarly or professional meetings, in special research reports or otherwise. The Council requires only that its support be acknowledged in any publication, that the author's views not be attributed to Council and that Council be provided with three copies of any such publications or materials.

Council reserves the right to publish and distribute as Council sees fit, progress or final reports prepared expressly for Council. This requirement should not be construed as limiting the grantee's right to publish such reports as well.

In the case of an application in which royalties or other forms of compensation are a possibility, it is

the responsibility of the applicant to indicate proposed disbursement of the funds generated by the research.

5.4 Eligibility

5.4.1 Individuals

Subject to the limitations outlined below, applications may be received from qualified researchers or professionals holding a university faculty appointment, or employed by a hospital, clinic, or similar institution in the mental health field. Applicants **must** be residents of Alberta.

All applications are subject to the same standards of review and Council's decision will be based on the Research Committee's assessment of a combination of factors including the merit of the proposal and the applicant's ability to carry out the research. To be funded, a project must meet high scholarly and professional standards.

Normally, grants will not be made to private individuals (those without an appropriate institutional affiliation). Such individuals are encouraged to seek an institutional affiliation which will facilitate the research. The Council may be prepared to offer suggestions or make inquiries on the applicant's behalf.

Before applying for a grant the applicant must be certain that his employing institution is prepared to provide the necessary time, space, basic equipment and services.

5.4.2 Research Teams or Groups

Research grants may also be awarded in support of the work of a group or team of researchers. The Council encourages collaborative work where appropriate, and requires only that one member of the group assumes the responsibility of acting as principal investigator. In all instances the name of a person and not of a group, society, or institution, must be given as the principal investigator.

6.0 Application

6.1 Procedures

Application for all Council awards must be made on forms available from the Provincial Mental Health Advisory Council. The original and four legible copies of each proposal must be submitted. Proposals must not exceed 5,000 words (10 pages), must be single spaced, 12 point, and on 21.5 x 28 cm paper. Letters, briefs, or other documents are not acceptable in lieu of a proper and fully

completed application (but may be submitted in support of an application). Instructions for completing the form are supplied with the forms themselves.

6.2 Deadlines

The deadline for submission of research proposals is September 15th each year. The deadline for submission of Research Scholarship applications by graduate students is January 15th each year.

7.0 Project Costs

7.1 General

Council research grants are intended to provide for the actual direct costs of the research — subject to certain limitations described below. Council grants may not be used to defray the indirect costs (overhead) of the applicant's employing institution.

7.2 Personnel

Council grants may be used to employ Research Associates and Assistants, Graduate Students, Technical, Clerical and other personnel required to carry out the research for which the grant was awarded. In each case personnel must be employed in accordance with policies and practices acceptable to the grantee's institution.

Grant funds may not be used to employ members of the grantee's family or other members of the institution's staff who are collaborators or co-investigators.

Grant funds may be used to pay the employer's share of any benefits available through the institution for personnel employed under research grants.

Persons employed under Council grants are not Council employees. The Principal Investigator or the institution on his behalf, has all the normal responsibilities of an employer.

7.3 Principal Investigator (Research Director)

The Principal Investigator is responsible for all aspects of the funded research. He is expected to supervise the research associates, ensure that the budget is adhered to and that interim and final reports are submitted to the Research Committee.

The Principal Investigator will not be paid from the grant. The Research Committee expects the

sponsoring institution to provide the Research Director with time for directing the project. Therefore, release time funds will not be granted by the Committee.

Requests for changes in research proposals should be submitted to the Research Committee for approval. Any questions arising during the funded research period should be directed to the Executive Secretary, Research Committee.

7.4 Research Associates

Grant funds may be used, as required, to employ Research Associates—individuals themselves with graduate degrees, research training and experience similar to that of members of the institution's academic or professional staff—to collaborate and work with the grantee in carrying out the research. Such individuals may include "Post-doctoral Fellows." The salaries and allowance for benefits paid to Research Associates should be commensurate to that offered institutional personnel similarly employed.

7.5 Graduate Students

Graduate students may be employed to assist in carrying out the research. The Council expects that such appointments will be arranged so that students benefit academically from their participation.

Graduate students may be paid at salary rates equivalent to those paid the institution's own graduate teaching or research assistants. Grant funds may not be used to pay any fees associated with the student's academic programme.

7.6 Consultants

Normally, Council would not expect a request to include consultant fees but rather that advice and criticism would be available to the applicant as part of normal reciprocal scholarly and professional exchanges. In such cases fees are not considered appropriate. Nevertheless, if advice is needed in highly technical fields, a request for payment of the costs involved will be entertained. The consultant's role must be made explicit in the application.

7.7 Other Personnel

Grant funds may be used to employ research assistants, technical, clerical, stenographic and other personnel required for carrying out the research. The rates paid such personnel should be commensurate with that which the institution would pay its own staff similarly employed.

7.8 Materials, Supplies and Equipment Grants

Council grants may be used for the purchase of materials and supplies required for the research and including the costs of duplicating, photocopying, telephone toll charges, stationery and the like. Special items such as computer discs or tapes are also allowed.

Unless otherwise stipulated at the time of award, equipment and other materials purchased with Council funds, become the property of the applicant's employing institution.

7.9 Travel/Field Trips

Council grants may include funds for field trips (travel for the purpose of collecting data, conducting interviews, site visits) by the Research Director or persons working under the grant and as required for the purposes of the study.

Transportation costs may be covered at actual cost up to the equivalent of return economy air fare (or special excursion rates where available).

Subsistence allowances, applicable to the time the grantee is engaged in field work, may be provided at government rates. The Council would regard requests for field trips longer than one month as unusual.

Subsistence allowances are not expected to cover all living expenses but are intended as a contribution toward such costs as shelter, meals, and local transportation.

7.10 Other Travel

Council grants may not include funds for travel to conferences, professional or scholarly meetings, and the like. (Individuals with such activities in mind should consult the section on Travel Fellowships.)

7.11 Supplementary Funds

Council will not ordinarily entertain a request for an increase in the amount of a grant during the grant period. Should additional funds be required beyond the original term of an award, the grantee will be expected to complete a new application.

7.12 Ineligible Costs

Council grants may not be used for some items, in particular:

1. Consulting income for the research director or co-investigators or fees or salary payments to relatives or dependents.

-
2. Indirect costs (overhead) of the applicant's employing institution.
 3. Travel costs of dependents.
 4. Standard office furnishings or equipment (desks, typewriters, word processors, file cabinets, calculators and the like).
 5. Purchase of motor vehicles (rentals will be allowed as required).
 6. Entertainment
 7. Passports, personal medical or property expenses, or insurance.
 8. General reference books and materials such as might be expected to be available to the applicant through the institution's library.

8.0 Reports

8.1 Progress/Final Reports

Recipients of Council awards must provide a full and complete report of the research and its findings on completion of term of the award. The final report must include a 200-300 word abstract which will become part of an annual report or research supported by the Provincial Mental Health Advisory Council.

Grantees must also provide interim or progress reports as stipulated in the letter of award. (Such reports will be required at least annually but not more frequently than at six month intervals.) A progress report and a concise abstract in a form suitable for publication in the Council's annual report must accompany any request for payment of a grant installment.

8.2 Financial Reports

Recipients of Council grants must also ensure that the Council receives periodic statements of expenditures. A final statement of expenditure is required within three months of the end of the term of the award together with any unexpended balance of the award. Please note that the Council reserves the right to request the refund of any unused portion of the award.

Statements of expenditures are to be prepared by the appropriate financial officer of the grantee's institution and be in a form comparable to the project budget. The submission of receipts is not required but these should be retained by the institution's accounting office and available at all reasonable times for audit by a properly author-

ized representative of the Council or Department of Community & Occupational Health.

Interim statements of expenditures may also be required (these will be requested in the notice of award, usually as a prerequisite of the payment of a second or subsequent installment).

9.0 Payment

Awards are not paid to individuals but rather to the institution which will hold the funds in trust, on the grantee's behalf, and disburse them on his authority as they are required for the purposes of the research. A grant will be paid to an individual directly only when the grantee does not have or cannot arrange an appropriate institutional affiliation and only then when the grantee can provide evidence that effective management of the funds can be maintained.

Grants are normally paid in advance in one or a series of installments (as specified in the notice of award). Evidence that a second or subsequent installment is required must be presented before payment is made.

Initial grant payments will be made following approval by the Minister of Community and Occupational Health. The amount granted will be less 10% of the total approved. The 10% holdback will be released upon receipt by the Research Committee of the Final report for each funding period.

10.0 Research Scholarships

10.1 Purpose

One of the purposes of the Mental Health Research Fund is the development and maintenance of research competence and expertise within the province. The Council considers the training of qualified researchers of particular importance and offers a number of Research Scholarships to promote Council's objectives. The awards are designed to help support the student during the training period and as well, provide resources to enable the student to undertake research as a major component of the academic programme.

10.2 Eligibility

The awards are open to students registered in a faculty of Graduate Studies at a university in the Province of Alberta and who will, during tenure of

an award, be registered in a full-time programme of studies. Candidates must be Canadian citizens and/or a permanent resident.

Candidates must be able to provide the Council with a full and complete research proposal related to mental health. Consequently, it is likely that successful candidates will have completed at least some graduate work at the time of application.

10.3 Assessment Procedures

Applications will be assessed by the Research Committee of the Provincial Mental Health Advisory Council who will prepare a recommendation for the approval of Council.

10.4 Conditions

Awards are made on the general condition that the recipient agrees to accept the conditions of award outlined herein, and any special conditions Council may attach to an individual award. Particular attention should be given to the relevant sections of this Grants and Awards Guide.

Payment of any amount for research expenses will be contingent upon approval, as required by the university, of the applicant's research proposal.

The Council must be informed of any significant change in the research and at the end of the annual period of any award or renewal, may terminate the award if the research ceases to have relevance to mental health or if progress of the project is deemed unsatisfactory.

10.5 Application

Application is made using Council forms. A research project proposal is required together with complete academic transcripts. Application instructions accompany the form.

To receive a Research Expense Allowance, applicants must provide a project budget. The rules outlined in the section of Project Costs for Research Grants apply equally to Research Scholarships.

10.6 Additional Awards/Stipends

Recipients of Council awards will be governed by the university's own scholarship rules covering the acceptance of additional awards, teaching assistantships, and the like.

10.7 Reports

Except for those requesting renewal, formal progress reports are not required. The Council

requests that at the conclusion of the student's research, a full and final report be provided. Those who submit a thesis based on the research should provide the Council with a copy of the abstract in lieu of a final report.

10.8 Payment

Payment will be made to the institution at which the award is tenable, which in turn, will pay out the scholarship stipend. Similarly, any allowance for research expenses will be paid to the institution to be held in trust in the name of the supervisor and disbursed in response to the candidate's needs.

Council reserves the right to request the refund of any unused portion of the award.

11.0 Annual Scholarships

11.1 Value

Awards will be valued up to \$12,000 for a candidate for a Masters degree and \$14,500 for a candidate for the Ph.D. At the Masters level, the scholarship stipend will be \$10,000 with an allowance for research expenses of up to \$2,000. At the Ph.D. level, the scholarship stipend will be \$12,000 with an allowance for research expenses of up to \$2,500.

An award given for a Masters degree is for one year only and not renewable. The scholarship stipend associated with a Ph.D. award is renewable twice, but not beyond the fourth year of full-time study. Normally, the allowance for research expenses will be limited to one year of the award, but depending on the nature of the project, may be renewed for a second year.

11.2 Duration

Awards are made for a twelve month term (or less if fewer months are required to complete the degree program). The submission date for Research Scholarships will be January 15th each year.

11.3 Renewal

Recipients whose scholarships are renewable will be notified at the time of award. Renewals will be granted on the basis of satisfactory progress in research and will require the submission of a progress report and supervisor's evaluation.

12.0 Summer Scholarships

12.1 Purpose

Another purpose of the Mental Health Research Fund is to give financial support to students carrying out a specific project during the summer.

12.2 Eligibility

The awards are open to students registered in the faculty of graduate studies or an undergraduate faculty in an Alberta University.

A letter of support from their supervisor and a proposal using the grant-in-aid forms and not exceeding 1,000 words, should be submitted.

12.3 Value

The stipend is \$1,000 per month for Graduate and \$750 per month for Undergraduate students together with an allowance for research expenses of up to \$500.

12.4 Duration

Awards are tenable for 2, 3 or 4 months of full-time work. The submission date for Research Scholarships will be January 15th each year.

13.0 Travel Fellowships

13.1 Purpose

Travel Fellowship awards are intended to provide Alberta researchers with opportunities to keep informed of the most recent research developments through attendance at national or international scientific meetings or to learn new techniques through time spent working in other laboratories in Canada or abroad.

13.2 Eligibility

The eligibility criteria for research grants also apply to Travel Fellowships. Additionally, priority will be given those actively engaged in research at the time of application (whether supported by the Council, National Health and Welfare, the Medical Research Council or similar agencies) and those, in the case of conferences, presenting the results of research supported by the Council.

13.3 Assessment Procedures

Applications will be assessed, as in the case of research grants, by the Research Committee of the Council. Where appropriate outside references will be contacted.

13.4 Conditions

Travel Fellowships are given on the general condition that the fellowship be used solely for the purposes for which it was given. If the trip is cancelled, any advance must be returned to Council. Council must also be advised of any change of dates or itinerary and reserves the right to approve any change in plans.

It should be noted that one allocation of up to \$1,000 for each year of a grant may be made for the presentation of findings at recognized conferences subject to the availability of funds. The presentation must be made within a period of two years from completion of the project.

13.5 Application

Application for a Travel Fellowship is made by letter describing in detail the purpose, rationale and budget for the travel.

In the case of conferences, a conferences programme (or equivalent) and the paper to be presented must accompany the application. In the case of invited participation, the invitation should be included as well.

Those planning to work in another laboratory must describe the purpose of the visit, including a statement outlining the applicability of the visit to the applicant's own work. Evidence that the visitor will be received for the purpose of the visit should be submitted before departure and payment.

Applications for funding will be considered throughout the year.

13.6 Value

Awards will cover actual transportation costs up to return economy air fare (or equivalent) for the applicant only. In some instances, a subsistence allowance (as for research grants) may be provided. For conferences, registration fees and the like will be the responsibility of the applicant.

13.7 Reports

In the case of conferences, Council requires a brief report and a copy of any conference paper or presentation. In the case of laboratory or other visits, a report of activity is required.

13.8 Payment

Payment will be made to the applicant with the understanding that receipts for travel will be submitted to the Executive Secretary.

14.0 Visiting Researchers

The Council is prepared to sponsor visits to Alberta by researchers from other provinces or from abroad whose presence in Alberta would benefit our own research efforts. Such visits may be arranged by Council itself, or with Council support, by other organizations and institutions involved in research.

14.1 Application

There are no application forms per se, rather the head of the organization concerned should write requesting assistance on the institution's behalf. The letter should include both a curriculum vitae of the proposed visiting researcher and a statement of the anticipated benefits to the receiving organization. Collaborating Alberta researchers should be identified together with the projects or programmes with which the visitor will be associated. The nature of the visitor's participation or assistance should be described.

Council's assistance may include transportation (both to and within Alberta, at actual costs up to the equivalent of return economy air fare or other suitable forms of public transportation), living expenses, and an honorarium (where appropriate). The request should include an estimate of these costs together with any contribution which the receiving institution may make.

The length of the visit should be consistent with the proposed activities.

Applications may be made at any time but at least four months in advance of need.

14.2 Invitations

In the case of each visit sponsored by Council, the Council will issue a formal invitation to the visitor. Thereafter, the receiving institution will be expected to complete detailed arrangements and inform the Council of the final itinerary.

14.3 Payment

Arrangements for payment will be made to suit the individual case.

14.4 Reports

Within two months of the conclusion of the visit, Council is to receive a report of the visitor's activities and the outcome of his or her work while in Alberta.



ALBERTA MENTAL HEALTH RESEARCH FUND APPLICATION

PROVINCIAL MENTAL HEALTH
ADVISORY COUNCIL

CATEGORY OF GRANT APPLIED FOR:

- ☐ Research Grant (ANNUAL)
☐ Research Grant (CONTINUING)
☐ Research Scholarship
☐ Summer Scholarship

SUMMARY

Principal Investigator

Telephone

Position/Title

Office

Institution

Home

Address

Postal Code

Names and Appointment of Other Principal Investigator (Name of Supervisor in the Case of a Research Scholarship Application)

Short Title of Project

Starting Date

Planned Completion Date

Projects to be completed within 18 months may be reported in the first grant period. For longer projects, the first and second period should not exceed 12 months each. Insert here the amount of the present request and anticipated dates and subsequent amounts required in each year of a continuing project.

Date: From

To

From

To

From

To

Amount \$

Amount \$

Amount \$

List sources of support or other granting bodies from whom you have received, requested, or plan to request funds for this research.

Have you applied elsewhere for funding related to this project?

☐ Yes

☐ No

If so, where?

How much?

SIGNATURES

It is agreed that the general conditions governing the awards of the Alberta Mental Health Advisory Council Grants-in-Aid of Research apply to any Grant made pursuant to this application and are hereby accepted by the applicant and applicant's employing institution.

Applicant

Department

Institution

Name

Name

Name

Title

Title

Title

Signature

Signature

Signature

ABSTRACT

It is the Council's intent to ensure that research which it supports is widely known within the Province. You are requested to provide a brief statement (200-250 words) which describes the project in terms which can be readily understood by knowledgeable but not necessarily specialist persons in the Mental Health field. The purpose and likely outcomes of the study are particularly relevant. Many referees also find such a statement helpful in providing a quick overview of the work.

The Council, in reviewing applications, will normally consult qualified project reviewers. You are asked to give two referees from outside your institution, one who is familiar with your work and one whom you consider to be an expert in this area of research.

References - Names, position/title, addresses

specialist in field

knows my work

1.

2.

Short title of project (as given on page 1)

Research Plan

You are requested to provide a full and detailed description of the proposed research and funding requirement. Project descriptions must not exceed 5000 words (10 pages). The following headings indicate the information normally required by qualified referees. The use of section headings would be useful.

1. Scope and objectives of the study.
2. Theoretical significance or approach and practical importance of the study.
3. Relationship to existing research and literature.
4. Research plan and methods, including names and roles of participants and consultants and sources of research material.
5. Work already completed and in progress.
6. Schedule of work to be done.
7. Copies of questionnaires and other research instruments (as appendices).
8. Ethical Considerations - The M.R.C. Guidelines should be consulted for reference.

PROVINCIAL
MENTAL HEALTH
ADVISORY COUNCIL

DESCRIPTION OF PROJECT (continued)

Surname

PROVINCIAL MENTAL HEALTH ADVISORY COUNCIL	PROJECT BUDGET	Surname
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BUDGET SUMMARY

Period to be covered by this and anticipated future request	First	Second	Third
	\$	\$	\$
Personnel Costs			
Research equipment supplies and materials			
Travel			
- Transportation			
- Subsistence			
Technical Services			
Other			
Total Costs			
Funds available (specify source and amount)			
Total funds available			
Grant requested			

BUDGET PARTICULARS

Personnel Costs	Number, rate & period of employment or % of time	\$	\$	\$
Research Assistants				
Clerks & Stenographers				
Technicians				
Others				
Employee Benefits				

Research equipment, supplies and materials

First

Second

Third

Basis of Cost

\$

\$

\$

Technical services — submit details of costs shown include names & positions of consultants if any. If surveys or other services are contracted out, give name of supplying agency.

Type of service

Basis of Cost

\$

\$

\$

Travel & living — Describe places and institutions to be visited.

Places to be visited (fares)

Modes of transport

\$

\$

\$

Duration of visits (subsistence)

\$

\$

\$

Other expenditures

Basis of cost

\$

\$

\$



PROVINCIAL MENTAL HEALTH
ADVISORY COUNCIL

Statement of Qualifications and Experience

Surname

Given names

Academic and professional experience, beginning with most recent.

Year		Institution/Organization	Appointments Held	
From	To		Faculty/Dept/School	Position/Title/Rank

Degrees

Period of Study		Institution/Organization		Graduated	
From	To	Name of Institution	Discipline	Degree	Year

Academic professional awards and distinctions

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Signature

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